Obtaining Access to the Penn State Computer Network

Changing your PSU Password  Email Accounts  Accessing Your PSU Email
Your DSL Account  Accessing your DSL Email  Changing your DSL Password
Forward PSU Email to DSL Account  Safe Computing  Access Wireless Network – Law School
Computer Labs & Kiosk Stations  Students Printing  LionCash+
Remote Printing  Private Network Storage Space & Personal Web Spaces
Classroom Technology/Media Services  ANGEL

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OBTAINING ACCESS TO THE PENN STATE NETWORK
(Your PSU Access Account)

Obtaining Your Penn State Photo ID –
You should obtain your Penn State Photo ID card by the first day of orientation, which will allow you to:
  ❖ Check out library materials
  ❖ Access Law School buildings after hours, on weekends and on holidays
  ❖ Make purchases from Penn State’s Computer Store

Please check your Orientation Packet for the available times when you can acquire your Photo ID.

Establishing Your PSU Access Account –
After you receive your Penn State Photo ID, proceed to a “Signature Station” and register for a PSU User ID and Password, which will provide you with access to the law school’s Computer Lab computers, Kiosk computers, eLion applications and ANGEL. You will also be given your PSU email account.

  ❖ Please note that you will have a separate DSL Password for access to your DSL Email account which is explained on the following pages.

Signature Station –
At the “Signature Station,” complete the online application and enter your electronic signature. During this application process, you will have the opportunity to select a password of your own choosing or you may accept the University’s random password. If you miss the opportunity to select a password, you are required to change the initial University password given to you by going to https://www.work.psu.edu [PSU User ID and initial Password is required] and clicking on the “Change Password” link.

More details on how to change your password are explained in the “Changing your PSU Password” section of this guide.

Signature Stations will be set up for easy access during New Student Orientation. After the New Student Orientation is over, the signature stations will be positioned:
Carlisle – In the IIT Suite (suite 10) on the Lower Level of Lewis Katz Hall
University Park – In the IIT Suite (suite 5) on the Lower Level of Lewis Katz building

Please feel free to contact the IIT Help Desk at 717-240-5008 in Carlisle or 814-867-1526 in University Park or come to our offices for assistance.

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**CHANGING YOUR PSU PASSWORDS**

**Special Note:** Changing your PSU Password changes your PSU Email Password as well. They are the same.

**To Change Your PSU Password—**

1. Go to [www.work.psu.edu](http://www.work.psu.edu)
2. You will need to login the WebAccess screen using your PSU User ID and Password
   a. User id = your user id (Ex: lme11)
   b. Password = PSU password issued to you via the signature station
3. Click on the “Login” button
4. On the left-hand side of the screen, under the heading of “Password Expiration Information”
   a. Select the “Change your password” link
5. Please take the time to read the password guidelines so that you do not frustrate yourself trying to create an acceptable password.

**Password Guidelines:**

Your password must be a minimum of eight (8) characters and must contain at least one alphabetic and one numeric character. It cannot be the same as your userid and cannot start or end with your initials. You can use special characters to strengthen your password. For a list of allowed and disallowed special characters, see password best practices.

You must not share your password with anyone. Doing so can result in the loss of computer privileges. For more information, see Penn State’s Policy on Computer and Network Security at [http://guru.psu.edu/policies/AD20.html](http://guru.psu.edu/policies/AD20.html), and use the links for “Sanctions for Policy Violations” and “Course and Work-Related Access to Computers and Computer Networks”.

6. Scroll down to the bottom of the page and fill in your information

   ![Penn State Access Account userid:](image)
   ![Current Password:](image)
   ![New password:](image)
   ![New password: (again)](image)

   a. Penn State Access Account userid: = Your User ID
   b. Current Password: = Password just issued to you
   c. New password: = Type in a password of your choosing
   d. New Password: (again) = Re-enter your new password

7. Click on the “Change Password” button
8. You will receive a message that your password has been change.
9. Click on Ok and close out of the website.
**EMAIL ACCOUNTS**

**E-Mails –**

All Dickinson School of Law students are given a **PSU** and a **DSL** E-mail account.

You will receive your **PSU** account once you have taken your photo id and visited a signature station. During registration, you will receive a **PSU User ID, E-mail Address**, and a **Password** which you are required to change. You can access your PSU e-mail by going to this website.

- [https://webmail.psu.edu](https://webmail.psu.edu)

The *DSL* email is a **Microsoft Outlook** account in which you access through our **OWA** *(Outlook Web Access)*. The DSL e-mail account is accessible by typing this web address in your browser.

- [https://webmail.dsl.psu.edu/exchange](https://webmail.dsl.psu.edu/exchange)

*The DSL account information consists of a **User ID** and a **Password** found within your orientation pack. You will need to change this password as well. (You can make your PSU and DSL passwords the same.)*
ACCESSING YOUR PSU EMAIL

Accessing Your PSU E-mail –
1. Go to https://webmail.psu.edu/
2. At the Webmail website, click on the “Login to Webmail” box

3. The authentication window will open, logon with your PSU User ID and Password
4. Your PSU E-mail will open
5. When you are finished with your email, logoff by clicking on the “Logout” button located at the top of the screen on the right-hand side or by clicking on the “Logout” button located on the left-hand side at the bottom of the screen

6. Click on the “Logout” button on the authentication window
7. Close the browser

Changing Your PSU Email Password –
Special Note: Changing your PSU Email Password changes your PSU Password as well. They are the same.

Please click on this link for the instructions on “Changing Your PSU Password” found in this guide.
YOUR DSL ACCOUNT

The easiest way to describe the usage of this account is to say...
Your DSL account is strictly used for the sole purpose of accessing your DSL Email. You will use your PSU account access for all other logons.

DSL Email along with your PSU Email is The Dickinson School of Law’s official and primary source of communication and you are responsible for accessing and reading all of your emails.

To access this email account, go to our website www.dsl.psu.edu, click on the Webmail link, and logon with your DSL credentials. Detailed instructions on how to access this email account can be found in the “Accessing Your DSL Email” section of this guide.
ACCESSING YOUR DSL EMAIL

Accessing Your DSL E-mail Client – via Outlook Web Access (OWA)
The OWA is an Outlook web-based e-mail client which provides you access to the law school’s (DSL) e-mail via a web browser, such as the Internet Explorer, anytime and anywhere. You must log into OWA using your DSL User ID and Password. Access the OWA program by going to www.dsl.psu.edu and clicking on the Webmail link, then follow the instructions below. You can also find these instructions on our Intranet website under the Instructional and Informational Technology heading.

1. Once you reach the OWA website, you will see a logon box:
   a. Domain\User Name = your DSL User ID (Example: lme11)
   b. Password = your DSL password
2. Under Client, click on the “Premium” radio button
3. Under Security select either Public or Private
   a. Click on the “Public or shared computer” radio button if you are not using your own computer
   b. Click on the “Private computer” radio button if you are using your computer
4. Click on the Log On button

At this time, you should be looking at your e-mail.
Logging Off –
When you are ready to exit out of the Outlook Web Access:

1. Click on the “Log Off” icon that is located on the toolbar on the right-hand side of the screen.

2. When you see the “Outlook Web Access” screen, “Close” out of the browser.

You have logged off from Outlook Web Access. To log on again, type your domain/user name and password, and then click Log On.

Client (what’s this?)
  - Premium
  - Basic

Security (what’s this?)
  - Public or shared computer
  - Private computer

This will log you out of your “Outlook Web Access” mail completely.
CHANGING YOUR DSL PASSWORD

Changing your **DSL** password is quick and easy, follow the simple instructions below.

1. Open your **DSL** e-mail via logging onto the **OWA**
2. Click on the “**Options**” bar located at the bottom of the screen on the left-hand side

3. Scroll to the bottom of the options screen and click on the “**Change Password**” bar

4. When the “**Authentication Manager**” box opens, type in the following;
   a. **Domain** = **DSL**
   b. **Account** = **your user id** (Example: **lme11**)
   c. **Old Password** = The original **DSL** password from your “**Guide to Technology Resources**” brochure
   d. **New Password** = **Type in a password of your choosing**
      i. Minimum of 8 characters including – **1 UPPERCASE** letter, **1 lowercase** letter, and **1 number**
   e. **Confirm New Password** = **Type your chosen password in again**

5. Click on the **OK** button
6. You will receive a message saying “**Password Successfully Changed**” click on the “**Back To**” link

7. Click on the “**Save and Close**” button located on the **Outlook Web Access toolbar**
8. To exit out the email, press the **Log Off** icon

**Special Note:** For those of you who receive **DSL** email via your **Smartphone**; please remember to **change** your Smartphone **password** when you change your **DSL** password.
FORWARDING YOUR PSU E-MAILS TO YOUR DSL ACCOUNT

Forwarding E-Mail –
We strongly recommend that you forward your PSU email to your DSL email account so that you receive all of your email correspondences in one place. If you decide to maintain them separately, keep in mind that The Penn State University and The Dickinson School of Law’s official and primary source of communications is through email and you are responsible for accessing and reading all of your emails. Many communications are time-sensitive and failure to read official communications does not absolve you from knowing and complying with the content.

To forward your PSU e-mail to your DSL account, go to https://www.work.psu.edu/, [PSU User ID and password is required] and select “Change your email forwarding address” located under the heading called “Other Directory Information”. It is in the middle section towards the bottom of the page.
1. When the forwarding screen appears, look in the bottom section and

<table>
<thead>
<tr>
<th>Inquiries and requests for assistance should be directed to ITS Help Desk staff at <a href="mailto:helpdesk@psu.edu">helpdesk@psu.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Forwarding Address:</strong> <a href="mailto:ime11@dsl.psu.edu">ime11@dsl.psu.edu</a></td>
</tr>
</tbody>
</table>

a. Type in your User ID@dsl.psu.edu  (See example shown above)
b. Click on the Change button
2. You will receive this message

Your change is being processed.
If you are not taken to a new page shortly please follow this link.

a.
3. Then you will be returned to the forwarding screen again, just exit out of the browser.
4. Now that your PSU email is forwarding to your DSL email account, all future emails will be sent to just one account, your DSL email. You should continue to give out your PSU email address. (Example: abc123@psu.edu)
5. Go into your PSU email one last time and make sure that you read any unread messages. Prior email messages will remain in your PSU inbox, they will not forward to your DSL account.

Special Note: You may forward your PSU email to a third party (G-Mail, AOL, Comcast, etc) but, remember, you must still check your DSL email account.

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SAFE COMPUTING – LINKS TO KEEP YOU SAFE

Symantec Antivirus Software – (formerly Norton Anti-virus)
As you will read on the ITS website connected with the following link, “New viruses are written and released on a daily basis”. To help protect yourself against these viruses, download and install the free antivirus software, schedule it for automatic updates, and run a full scan on your computer at least once a week. [PSU ID and Password required.]

1. **Symantec Antivirus Download** – (Listed under Virus Detection/Spyware Tools)
   - [http://downloads.its.psu.edu/](http://downloads.its.psu.edu/)

2. **How to Schedule Automatic Updates** –
   - [http://its.psu.edu/takecontrol/antivirus.php](http://its.psu.edu/takecontrol/antivirus.php)

The following are also important links to help keep your computer safe. Some of these links will require you to login with your PSU ID and Password.

1. **Take Control!** – Eight steps to protect your computer.
   - [http://its.psu.edu/takecontrol/](http://its.psu.edu/takecontrol/)

2. **Alerts** – Learn about the most recent Symantec Security Alerts on virus threats.
   - [http://its.psu.edu/alerts/](http://its.psu.edu/alerts/)

3. **FAQ About Viruses** – ITS most FAQ about Viruses.
   - [http://its.psu.edu/virus.html](http://its.psu.edu/virus.html)

4. **Use Technology Wisely** – A message and Warning from Information Technology Services.
   - [http://css.its.psu.edu/internet/UseTech.html](http://css.its.psu.edu/internet/UseTech.html)

5. **Policies, Guidelines, and Laws** – “Individuals are expected to exercise responsible, ethical behavior when using the University's computers, information, networks or resources, and are expected to abide by University policies and local, state, and federal laws”.
   - [http://its.psu.edu/policies/](http://its.psu.edu/policies/)

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ACCESSING THE WIRELESS NETWORK IN THE LAW SCHOOL

Our wireless network is available in all classrooms, seminar rooms, computer labs and Café spaces.

**Hardware Needed to Use the Wireless Network –**
You will need a “wireless capable” laptop, either one which is wireless-ready or one which has a PCMCIA card slot. If you do not have a wireless-ready laptop, you will need to purchase, install, and configure a wireless card by doing the following:

1. Purchase an adapter card that is 802.11a/b/g compatible. You can purchase a wireless adapter card from Staples, Office Max, or the University’s Computer Store at [http://computerstore.psu.edu/](http://computerstore.psu.edu/). Look under “Hardware” and click on “Networking”. Scroll down the left-sidebar of the page and select “Wireless” under the “Networking” heading.

2. Install the driver for your card.

Whether your laptop already has a wireless card (or) after installing and configuring a wireless card, you will need to download and install Penn State Wireless software.

**Software Needed to Use the Wireless Network –**
Software links as well as installation instructions are available for download at [http://www.wireless.psu.edu/](http://www.wireless.psu.edu/). Once you are on the website, select Penn State Wireless. There you will find options for our two wireless systems.

- **Wireless 1.0** – VPN required
- **Wireless 2.0** – No VPN required links.

If you have any problems with the download and/or installation, please contact the helpdesk at [helpdesk@dsl.psu.edu](mailto:helpdesk@dsl.psu.edu).
COMPUTER LABS and KIOSK STATIONS

For your convenience, the school provides a Computer Lab plus Kiosk Stations equipped with release stations for wireless printing and printers for student use.

Carlisle –

**Computer Lab:**
It is located on the Lower Level in room 26.

**Kiosk Stations:**
There is one (1) station located in Lewis Katz Hall and it is located on the Lower Level across from suite 10.

University Park –

**Computer Lab:**
The center is located on the third floor outside of the library’s “Reading Room”.

**Kiosk Stations:**
There are six (6) stations located throughout the Lewis Katz building. There are four on the Lower Level, one on the second floor, and one on the third floor.

There are also computers and printers located throughout the library at both campuses.

You will need to use your PSU User ID and Password when logging onto these computers. The computers provides you with access to the Internet, your PSU and DSL E-mail, LEXIS, Westlaw, *Word 2007*, your UDrive (*Private Network Storage Space*), and various other programs and services.

**Special Note:** If you do not wish to store your documents on the U-Drive, you need to provide your own storage media such as a USB “thumb” or “flash” drive.

Absolutely no food or drink is allowed in these areas. Personal belongings should not be left unattended in the Computer Labs or at the Kiosk stations. Any personal belongings left unattended will be removed and placed in the **Lost & Found** areas.

Carlisle:
Lost and Found is located in the Mailroom during business hours; 8:00am-5:00pm. After business hours and on weekends go to the Circulation Desk in the Library.

University Park:
Lost and Found is located at the Circulation Desk in the Library.

Only Penn State students, faculty, and staff are permitted access to the Computer Lab and kiosk computers. Giving your PSU and/or DSL User ID and passwords to your spouse, children, significant other, friends or family members, in order to allow them access to Law School computers is strictly prohibited. Doing so can result in the loss of access to the computers. For more information, see Penn State’s **Policy on Computer and Network Security** at [http://guru.psu.edu/policies/AD20.html](http://guru.psu.edu/policies/AD20.html), specifically “Sanctions For Policy Violations” and “Course and Work-Related Access To Computers And Computer Networks.”
STUDENT PRINTING

PSU-Dickinson School of Law students receive an allocation of 300 pages per semester. When those pages are used up, and you try to print a job (or you try to print a job with more pages than you have left), you will get a message saying you don't have enough pages to print that job with a link to the “User Printing Management” page. This is the link you’ll need to purchase additional pages in order to continue to print. The purchase must be made through your LionCash+ account.

Prior to purchasing additional pages, you must follow a two (2) step process for depositing money into your LionCash+ account.

1. You need to activate and deposit money (credits) in your account.
2. Go to the “User Printing Management” page and click on the “Buy Pages” button to purchase printing credits. Now you may resume printing.

Helpful Hints –
The default print for the law school computers are set for duplex printing.

Make sure that you log completely off when leaving a Computer Lab or Kiosk computer. This will avoid your account being charged for printing by someone else under your login.

LionCash+

Why LionCash+?
Your LionCash+ account is used in place of billing via the bursar for printing beyond your semester allocation.

What is LionCash+?
LionCash+ is the University’s official online prepaid flexible spending account accessed by your Penn State id+ card. You deposit money into your account, and you will enjoy the convenience of being able to make purchases without having cash in your pocket. (Remember your additional printing pages must be purchased through your LionCash+ account.) The amount of your purchase will be deducted from your account and your remaining balance will be instantly displayed on your account management page.

What can I purchase with my LionCash+ account?
If you are located on the Carlisle campus:
- You will use your LionCash+ account to purchase additional pages for printing.
- You can use your LionCash+ account to purchase items in the Café (Café Per Se).
- When visiting the University Park campus, you can make purchases at participating merchants on and off-campus.

If you are located on the University Park campus:
- You will use your LionCash+ account to purchase additional pages for printing.
- You can use your LionCash+ account to purchase items in the Café (Side Bar).
- LionCash+ is also accepted at participating merchants on and off-campus.

Special Note: Use this link to view participating merchants and locations on/off the University Park campus. http://www.idcard.psu.edu/students/locations.shtml#university.
The Benefits of LionCash+
1. It’s safer than carrying cash –
   - Your money is secure if you report your card lost or stolen.
2. It helps you save –
   - Receive a 10-20% discount at most on-campus Food Service locations.
3. It’s easy to manage your account –
   - Use your PSU User ID and password to View, make deposits, and deactivate a lost or stolen card.
4. Family and friends can make deposits –
   - Using a VISA or MasterCard debit or credit card.

Buying LionCash+ Credits:
Click on the link below and read how to activate your account under the heading of “Activate a LIONCASH + ACCOUNT” [http://www.idcard.psu.edu/students/lioncash.shtml](http://www.idcard.psu.edu/students/lioncash.shtml)

Remote Wireless Printing

What is Remote Printing? Remote printing is the ability to print to selected printers from a non-Computer computer. These printers are referred to as Release Stations. The pages you print will be counted as if the printouts came from a Computer Lab machine.

When printing remotely within the Law School, you are limited to printing in Black and White only and we use the standard 8 ½ x 11 paper for both our Carlisle and University Park campuses.

Download and run the appropriate package below on a non-law school computer. This will install the software package and printers called RemotePrinting onto your computer (laptop, Notebook, or MAC). Whenever a job is printed to one of these printers, you will be asked for your User ID which is then associated with the print job. RemotePrinting will format the printout for our Dell Printers.

To actually print your job, go to a release station and log on with your PSU User ID and Password. The release station will display the print jobs that have been associated with your User ID. You can choose whether to print the job(s) or delete them. If jobs are not printed or deleted within 12 hours they will be purged from the queue. You will only be charged for jobs that are released to be printed.

Windows –
XP, Vista or Windows 7, 32bit distribution package PSURemotePrinting_for_W2K.exe

Vista & Windows 7 64 Bit distribution package PSURemotePrinting_for_X64.exe

Installation –
- Double click the downloaded file
- Click the "Install" button at the bottom of the window that appears
- Some antivirus packages may notice changes to the system a display warnings.
**MACs**

Used for MACs with **Tiger, Leopard** or **Snow Leopard**.

Download disk image [PSU Remote Printing.dmg](#) and follow the installation instructions:

1. Double-click the **“PSU Remote Printing”** volume that you want mount once the download completes
2. Double-click the **“PSU Pharos Remote Printing”** installer
3. Click the **“Continue”** button
4. Click the **“Continue”** button
5. Select the volume in which to install the package
6. Click the **“Continue”** button
7. Click the **“Install”** or **“Upgrade”** button
8. Enter your **Administrator’s Name** and **Password**
9. Click the **“Close”** button

When you print, select the appropriate printer. **Do NOT select the Color Laser Printers.** The Law School printers only print in **Black and White**.

Select **RemotePrintingDell** – for printing to our **release station** printers.

**Carlisle**
- Release Stations are located on the **Lower Level** of the building across from the IIT Suite (suite 10), and in the **Library** on the 1<sup>st</sup> and 2<sup>nd</sup> floors.

**University Park**
- Release Stations are located on the **Lower Level** of the building and on the 2<sup>nd</sup> and 3<sup>rd</sup> floors with the kiosk computers.

**Special Note:** Since the last printer created will become the default printer, you will need to set the correct printer as your default.
- To set a different default printer, launch **Printer Setup Utility** which is in the **Utilities** folder of the **Applications** folder.

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SETTING UP PRIVATE NETWORK STORAGE SPACE
AND PERSONAL WEB SPACES

Private Network Storage Space –
Penn State uses the Connection Manager (a/k/a ConMan or U-Drive) to provide 250 MB of private file storage space for all students. This private space is accessible from all Computer Lab computers and Kiosks stations as well as your home computer or laptop.

In order for you to begin saving files to your U-drive, log onto a school computer and the U-drive will be automatically setup for you. Once the successful configuration of the U-drive occurs, it is accessible by clicking the Home icon located on the desktop of any school computer you log into.

To configure the U-drive for usage on your home computer or laptop, go to http://clc.its.psu.edu/DiskSpace/MapPsuSpace/.

Personal Web Space –
All Penn State students can apply for 10 MB of personal web space to publish a personal web page. To apply for personal web space you must complete an online application at https://www.work.psu.edu/webspace/ [PSU User ID and Password required]. Within three business days after completing the application, you will receive an e-mail notification that your personal Web space has been created.

PASS Space –
In addition to the 250 MB of Network Storage space for your files and 10 MB of personal web space, you also receive 500 MB of PASS Space Penn State Access Account Storage Space. You can read more information about it by going to http://its.psu.edu/PASS/

Penn State Portal –
All students have access to The Penn State Portal. The Portal is a student’s personalized view of University and Internet resources. Similar to My Netscape or My Yahoo!, the Penn State Portal allows students to collect all of their favorite content in one place and decide what they want to see and how they want to see it, just by editing the customizable web page channels and channel content. The Portal’s website is https://portal.psu.edu/ (PSU User ID and password is required).

Learn more about The Portal at http://www.psu.edu/portalproject/new_users.html and http://www.psu.edu/portalproject/index.html.
CLASSROOM TECHNOLOGIES/Media Services

Direct all student audio-visual equipment requests to the appropriate AV personnel:

**Carlisle Contacts – Lewis Katz Hall:**
- Tom Dennis, Audiovisual Coordinator, tpd1@psu.edu or call 717-240-5298
- Daren Brodish, Multi-Media Specialist, dcb20@psu.edu or call 717-240-5232

**University Park Contacts – Lewis Katz Building:**
- Tim McCarthy, Multi-Media Specialist, tdm11@psu.edu or call 814-867-0391
- Lance Altland, Multi-Media Specialist, jla11@psu.edu or call 814-867-2233

Please give at least 48 hours advance notice for all requests.

A full suite of audio-visual equipment has been installed in all classrooms and seminar room spaces at the Lewis Katz Hall and Lewis Katz building. The technologies allow for laptop, document camera, DVD, and VHS tape projection. Wireless is available in all classroom and seminar room spaces. In addition, document readers and lavalier microphones are available upon request.

**Video-Conferencing –**
Personal “Sony” video-conferencing units are available in Career Services’ interview rooms for interviews and other course-related communication purposes. Please contact Tom Dennis or Daren Brodish in Carlisle, and in University Park contact Tim McCarthy or Lance Altland for further information.
ANGEL – course management system (cms)

ANGEL – an acronym for “A New Global Environment for Learning” – is Penn State's on-line Course Management System (CMS).

ANGEL is web-based software that enables faculty, instructors, and teaching assistants to use the Web to enhance their courses. It has easy to use tools to access course materials such as syllabi, schedules, announcements, lecture notes, Assessments, and multimedia resources all from one location. The system will allow you to communicate with your classmates and professors via Email, Live Chat, Office Hours and Discussion Forums, since email lists are automatically set up for each course.

Log On To ANGEL –
1. Go to the law school’s website www.dsl.psu.edu
2. Click on the ANGEL link (located at the top of the home page)
3. Log into the website with your PSU User ID and Password
4. This will enter you into the ANGEL “My Profile” (Home Page) where you will see all of your courses.
   a. If this is the first time you have ever logged into Angel or if you have not filled in your User Profile (Personal Information), it will ask you to do so (e.g. Name, User ID, Phone, etc.)

If you have any questions about using ANGEL, please contact:
Linda Evans, Senior IIT Training Specialist, 717-240-5223 or via e-mail lme11@psu.edu

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